



Massachusetts Service Alliance Community Grant Reviewer Position Description

Apply here: [AmeriCorps 2025 Community Reviewer Application \(tfaforms.com\)](https://tfaforms.com)

POSITION OVERVIEW

The [Massachusetts Service Alliance \(MSA\)](#), established in 1991, is a private, nonprofit organization. As the state commission on volunteerism and service, we generate collaboration and public-private partnerships at the local, state and federal level to grow volunteerism and service initiatives in Massachusetts. Our strong partnerships with local, state, and federal agencies allow us to mobilize funding to advance service and volunteerism through the [AmeriCorps](#), [Commonwealth Corps](#), and [Volunteer Generation Initiatives](#) programs.

As part of our commitment to hosting an equitable and accessible grants process, MSA leverages Community Grant Reviewers to both strengthen applications from local organizations and ensure the critical needs of the Commonwealth are appropriately identified and prioritized. We are seeking community reviewers with a diverse range of backgrounds and perspectives to help us pilot this new community-centered approach to reviewing applications from organizations new to AmeriCorps.

Over the next 6 months, MSA, anticipates the following opportunities for Community Reviewers:

October 20th- AmeriCorps New Competitive Program Applications. Reviewers will read full AmeriCorps applications which, if approved, will be sent to the federal agency for consideration. AmeriCorps Competitive programs must have at least 10 full time, 1700 hour (or equivalent) members serving in communities across Massachusetts.

November 18-21- Youth Career Pathways Initiative (YCPI) Grant Applications. The goal of the Youth Career Pathways Initiative (YCPI) is to strengthen and sustain the ability of organizations to support volunteer work that allow youth to develop meaningful and tangible work-related skills and/or explore a variety of work environments and career options. MSA awards matching grants of up to \$20,000 for organizations to create, expand, and replicate promising models.

Mid February- Commonwealth Corps New Program Applications. Reviewers will help determine which programs join the MSA operated Commonwealth Corps. The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages and backgrounds in direct service to strengthen communities, address critical needs, and increase volunteerism.

Commonwealth Corps members serve 10 months in a full- or half-time position at one of our host site partners in the focus areas of Workforce Development, Education, Health & Nutrition, Youth Development, and Veterans Support.

RESPONSIBILITIES

Reviewers will review between 3 and 5 proposals, typically dedicating at least 30 minutes per proposal. Feedback will include both a recommendation whether the application should be moved forward in the grants process and general comments on the application itself to help applying organizations strengthen their proposals. The number of proposals will vary based on the number of reviewers, and the number of proposals that we receive. In addition, reviewers will be expected to:

- Watch a recording grant-specific training before beginning to review proposals;
- Provide feedback and recommendations to MSA staff on proposals;
- Complete a Review Worksheet for each proposal with detailed feedback prior to the grant review session;
- Participate in a virtual discussion with other reviewers and make final recommendations
- Abide by MSA's Conflict of Interest Policy.

DESIRED QUALIFICATIONS

MSA seeks a pool of reviewers who collectively have the following experiences. Individual applicants do not need to meet all qualifications, but rather should have one or more of these desired qualifications:

- Has personal/professional experience with national service in one of the following ways:
 - Service member/alumni of AmeriCorps or Commonwealth Corps
 - Beneficiary of service members/projects in your community
 - Supervisor of members or worked for an organization that hosted members
- Live or work in Massachusetts [gateway cities](#) and/or historically under-resourced areas of MA;
- Work or identify with historically marginalized or under-resourced populations in Massachusetts;
- Prior service and/or volunteer experience, including experience reviewing for MSA grants;
- Prior experience reviewing and/or writing grant proposals/applications; or
- Knowledge in one of our focus areas, as outlined on the reviewer application.

APPLICATION PROCESS

Submit an [online application](#) by 5:00pm, Thursday, September 20th. Applicants will be notified of their status by 5:00pm, Wednesday, September 30th.

PARTICIPATING IN THE REVIEW

Selected applicants **must** be available to attend a virtual 1.5 hour community review via Zoom on October 20th from 4-5:30.

Questions related to this opportunity or the grant review process be directed to the following MSA Staff:

Jared Jones, Program and Grantmaking Officer: JJones@mass-service.org